



## **Statewide Standard Citation Frequently Asked Questions (FAQ)**

### **When does use of the new standard citation become mandatory?**

Although use of the uniform citation is not mandatory until January 1, 2012, law enforcement agencies are encouraged to begin using it immediately, particularly those agencies whose local courts have completed the transition of payable citation processing to the Minnesota Court Payment Center. The State Court Administrator's Office will offer an on-line citation ordering process and plan to provide some funding during the remainder of fiscal year 2011 (ending June 30, 2011) to assist law enforcement agencies in making the transition to the new citation. Further information and details about placing orders for the new standard citation will be available very soon.

### **Do electronically produced citations need to follow the new standard format?**

Electronic citations must contain the data elements indicated on the paper form as well as the notice language required in Minn. R. Crim. P. 6.01, subd. 4(d). The required data elements for eCitations are defined by the court's schema for electronic citations. It is not anticipated that the court's eCitations schema will change as a result of the new standard citation. Minimum notice requirements will need to be included on the copy provided to the defendant when issuing an electronic citation. A communication will be sent to eCitation vendors describing the minimum notice requirements under Minn. R. Crim. P. 6.01, subd. 4(d).

Citations created on mobile devices (laptop or handheld) but still filed manually are considered paper citations and must conform to the new standard citation format.

### **On the AC (Alcohol Concentration) field, should the officer write the PBT (Preliminary Breath Test) results in this space in addition to or instead of the breath (e.g., Intoxilyzer), blood, or urine test results?**

No, do not indicate the results of the PBT in the AC field. The AC field is intended only to capture the results of a chemical test of the breath (e.g., Intoxilyzer), blood, or urine. The results of the PBT may be noted on the back of the court copy of the citation along with other officer notes. The new standard citation mirrors how the DWI forms are formatted in terms of recording the AC (Alcohol Concentration).

### **What is on the back of the court copy of the citation besides some additional officer notes lines?**

Several versions of the citation used today were reviewed for commonalities to arrive at a standard for the back of the court copy. In reviewing the various citations, the Minnesota State Patrol's version was most inclusive of the fields used by other law enforcement agencies. The back of court's copy of the new standard citation will closely resemble the Minnesota State Patrol's version.

**Why is ethnicity not on the new citation? If ethnicity is not provided, would this trigger the citation coming back to law enforcement?**

Observed Race/Ethnicity is not included on the new standard citation. Legal research conducted confirmed that there is no statute or rule requiring observed race or ethnicity be reported on the citation. There was a statute that required it several years ago; however, it was a required field for only one year. Some agencies would like to continue to collect it while others do not. Therefore, it has been moved to the customizable area of the citation and agencies can choose to include it there or not. Courts are still required to collect self reported race from every defendant appearing in court.

**Is there an updated prototype available that shows the changes and where the court date will go?**

There is updated prototype that will reflect all of the changes. The prototype accompanied the announcement of the new standard citation. Changes made based on feedback collected as well as information on all feedback collected during the two vetting processes will be made available upon request. The court date language will be one of two options that are selected in the customizable area. That way, the defendant will only be exposed to the option that is applicable to the particular county where the citation was written. As state agencies that cross jurisdictions, the State Patrol and DNR will need to include both options on their citations and check the applicable option.

**Will it be necessary for the officer to write their full name or just last name? If not done properly, will this trigger it coming back?**

The expectation is for the officer to write his/her full name and badge #. If the name is not legible, the citation may be returned. LE feedback received indicated a desire for officer name and badge number fields.

**Where is the box for disobeyed semaphore?**

Disobey semaphore has been removed due to multiple statutes that could apply, causing confusion as to officer intent. The officer will be required to write out the applicable statute and description on one of the offense lines.

**Is there going to be space on the back of the Court copy that officers can use to write additional notes?**

Yes.

**Will training be offered to law enforcement on use of the new standard citation?**

The fields on the new standard are not all that different from what is in use today. Instead of a tutorial, a quick reference guide with a simple explanation of what is needed in each field will be distributed with the citations.

**For no seatbelt violations, is “1a” going to be added or just “subd” and a line?**

Yes, the complete statute, 169.686.1(a), will be printed on the final citation.

**Can language be added on the defendant copy that provides locally specific information?**

There is a small area on the back of the defendant’s copy for locally specific information. This is a small area primarily because the amended rules require a minimum amount of notice information now be provided to the defendant on the citation and the additional information now needed regarding payment options (web, IVR, PO Box) takes up additional space over and above what most local contact information did previously. In addition, law enforcement community expressed a strong desire to limit the size of the new citation to no more than 5 ½ x 9 inches. The amended rules contain commentary which permits a reference to a website for additional instructions and information as a means to mitigate space constraint concerns.

**When will the ordering of citations start? (update as of March 21, 2011)**

The Minnesota Judicial Branch has finalized a statewide contract for the printing of the recently approved statewide standard citation. In preparation for taking orders from law enforcement agencies statewide, we are currently processing manual orders from a limited number of law enforcement agencies who have contacted us indicating that they were running low on citation supplies. The purpose of the limited manual order process is to gain valuable experience with a small group of agencies to define the order process as well as to design an online order site to be used by law enforcement agencies statewide. As a result of this experience, we expect to complete the build of the online order site by the end of March and anticipate taking online orders on or about April 1, 2011. The Judicial Branch is offering one-time funding for the printing of 2011 supplies of the standard citation and will be allocating available funding on a “first come, first served” basis. A notice containing information and details about ordering citations will be sent out to law enforcement agencies statewide (via the police and sheriff’s association email distribution lists) during the last week of March. Court Administrators will also be notified as the notice to law enforcement is sent.

**Can the citation be customized to eliminate unnecessary items for non metro counties such as parking meter #; neighborhood code?**

Those items have been moved off of the standard template and are options within the customizable section on the front of the citation. There was not universal need for those fields so based on feedback received; the compromise position was agencies that need these fields can include them in the space reserved for local agency customization. Agencies can consider other customization in this area, such as the diversion question, depending on how many other locally specific fields are required. There is space on the front of the citation; however, it is not unlimited and could impact the printing cost.

**Why does the officer have to write only one offense per line?**

Court clerks rely on the officer to clearly identify the offense charged. To ensure multiple charges are correct, each charge is required to have its own line. A definition or penalty statute can be noted on the same line as the charging statute. If there are multiple counts of the same offense (e.g. DWI), each charging statute should be listed on its own line. Court clerks are instructed not to guess at the officer's intent regarding the charged offense.

### **How will the standard citation be numbered?**

To ensure statewide citations have a unique number, the following numbering standard will be included on each citation:

- 12 digits maximum length
  - No alpha characters accepted, courts require numerals for Interactive Voice Response (IVR) phone payment options
- 2 digit county number (e.g. 38, Lake County)
- 2 digit ORI code extraction (6<sup>th</sup> and 7<sup>th</sup> number of an agency's ORI to uniquely identify agency along with the county number (MN0**380000**: ORI for Lake County Sheriff)
- 8 digit numerical sequence
  - Numerical sequence can include agency specific information (e.g. 2 digit year, Platoon Number; etc.)
  - Agencies may not need all 8 digits depending on volume
- Leading zeros will be printed on the citation in unused sequential number fields

A sample of a citation number is as follows:

3 8 0 0 0 0 0 0 0 0 0 1

### **Will the Department of Natural Resources and the Minnesota State Patrol be required to use the Statewide Standard Citation?**

Yes, the Amended Minnesota Rules of Criminal Procedure require the Statewide Standard Citation be used by all law enforcement agencies.

### **Why isn't there an option on the citation to select citee for non-diving offenses like 5<sup>th</sup> degree assault or minor consumption?**

The "citee" category was discussed by the workgroup and it was decided not to include "citee" on the citation. The individual receiving the citation is always the citee. The workgroup decided to only list categories on the citation that further define the citee's role in the incident on the standard citation.

Additional questions regarding the Standard Citation can be sent to the following email address:

[state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us)